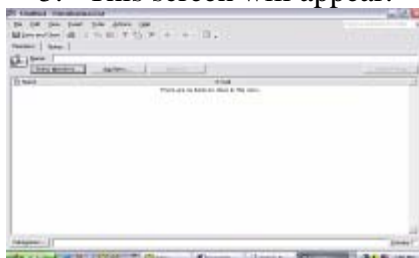
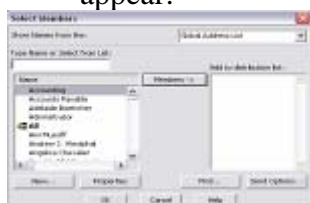


Using Outlook to Set up a distribution list

1. Go into Outlook
2. Go to File in the menu bar
3. Go to New
4. Select Distribution list
5. This screen will appear:



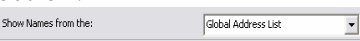
6. On this screen select the Select Members button.
 - a. This screen will appear:



1. If you need to select names from the Tribal Office building select the names as you normally would when creating an email. Press Ok to add them to the distribution list or go to the next step to add names from your contacts list.

If you need names from your Contacts list:

- ii. Using the following section:

1. 
2. Press the dropdown arrow and select contacts from the menu. Add the names to the list as you normally would when sending an email. Press Ok to add them to the distribution list.

- b. Once the list is complete you need to name the list.

- i. To Name the list please do the following:

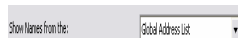
1. Using this section of the distribution list screen:



2. Type in the name of the list.
3. Once complete press the Save and Close button.

7. To Use the Distribution list the was created just do the following:

- a. Create an email that you normally would.
- b. Press the To button to add the names.
- c. Then do this:
 - i. Using the following section:



- 1.
- ii. Press the dropdown arrow and select contacts from the list.

- iii. Select the name of the distribution list and press Ok.

8. Send the email normally and you have just sent an email to everyone on the list.

If you need to schedule any training or have any questions about this article or any other computer question please call 799-5117 or email the Training Coordinator at

WWaupoose@mitw.org

Upcoming Classroom Schedule:

1/18

Excel XP Intermediate

1/19

Intermediate Outlook

1/20

Intermediate Internet

1/25

Intermediate Publisher

1/27

Introduction to Searching the Internet

See you next time!!!

Remember that if you don't see a class being offered, that does not mean we will not offer some assistance or help. Please feel free to inquire about training, document generation anything that you need assistance with regarding using the computer.